

## APPLICATION INSTRUCTIONS

Per the S.C. Code of Laws, Section 40-28-20, in order to safeguard public welfare, health, and property and to promote public good, any person practicing or offering to practice landscape architecture, privately or in public service, shall be required to submit evidence that he/she is qualified to practice and shall become registered as hereinafter provided. It shall be unlawful for any person to practice landscape architecture or to use the term "Landscape Architect" unless duly licensed under the provisions of this Act.

### I. PERSONAL DATA

Furnish all information requested. Please indicate your preferred mailing address.

### II. EDUCATION AND EXPERIENCE

Please have a certified copy of your college transcripts sent directly to this office for completion of your registration file in order to qualify meeting criteria under the "Education" requirement in our law.

"Experience" refers to employment as a landscape architect or performing landscape architectural work under the direct supervision of a registered landscape architect, or other experience acceptable to the Department. Your record of experience is a part of your application and is covered by your oath. Be sure to include all requested information (including a full address in order to process the Employment Verification for your registration file).

### III. REFERENCES

Five (5) reference questionnaires are enclosed for your convenience. It is your responsibility as an applicant to forward these to your named references (on the back page of your application). They must be instructed to mail the completed questionnaire directly to the Department as soon as it is completed. If reference questionnaires are not received within three (3) months of the date of receipt of the application, your application may be rejected. The questionnaire must be fully completed and signed.

Please note that if you have a CLARB Council Record, we will accept the three (3) references on your CLARB file; however, you will still need to submit two (2) additional references in order to complete the requirement of five (5) total references for your registration file.

### IV APPLICATION FEE

Please remit the appropriate application fee with your completed application. A Schedule of Fees is on the reverse side of this page.

### V. CORPORATIONS OR PARTNERSHIPS

Corporations or partnerships contracting for and/or collecting fees for landscape architectural services are required by the SC Code of Laws, Section 40-28-160 to file for and receive a Certificate of Authorization. Application forms for the Certificate of Authorization are available from the address listed below.

#### RETURN COMPLETED APPLICATIONS TO:

SC DEPARTMENT OF NATURAL RESOURCES  
LANDSCAPE ARCHITECT REGISTRATION PROGRAM  
1000 ASSEMBLY STREET, P.O. BOX 167  
COLUMBIA, SC 29202

Temporary licenses are available under special circumstances.

Please note that applications typically take three (3) months to process and review for registration, if all application materials are returned immediately. If there are any problems with your application or if we need additional information, you will be contacted by our office.

For more information please contact Sherri Moorer by telephone at (803) 734-9131 or by E-mail at [MoorerS@dnr.sc.gov](mailto:MoorerS@dnr.sc.gov).

**SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES (SCDNR)  
LANDSCAPE ARCHITECT REGISTRATION PROGRAM  
SCHEDULE OF FEES**

<b>Description</b>	<b>Fee</b>
Reciprocity Registration	\$125.00
Initial Registration (After Passing LARE)	\$75.00
Initial Certificate of Authorization (Firms & Partnerships)	\$150.00
Annual Individual License Renewal	\$75.00
Annual Certificate of Authorization Renewal	\$120.00
Late Fee (for Individual Registrations and Certificates of Authorization paid after the January 31 <sup>st</sup> renewal deadline)	\$20.00
Temporary License (1 year license valid for 1 project in the State of SC)	\$100.00
Duplicate Wall Certificate (for Individual License)	\$25.00
Reinstatement Fee	Annual Renewal Fee + Late Fee for Each Year License has Lapsed

Please note that Grandfathered registrants cannot register through reciprocity or reinstate their lapsed license without first passing the CLARB – UNE, CLARB – LARE, or becoming CLARB Certified.